

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Transportation Project Manager

Department: Transportation

Pay Grade: 515

FLSA Status: Exempt

Job Code: T707

JOB SUMMARY

The purpose of this classification is to perform technical traffic and transportation tasks including: reviewing and analyzing capital design and construction plans; actively managing City of Roswell projects in the Transportation Capital Improvement Program and the Transportation Special Purpose Local Option Sales Tax (TSPLOST) program; reviewing and analyzing development and redevelopment plans; design of transportation projects, analysis of improvements to traffic operations and safety for motorists and pedestrians; project compliance with requirements of the GDOT PDP process; assisting in right of way acquisition and utility coordination, supervising support staff and junior level engineers, coordination with other City departments, consultants, contractors, other governmental agencies, developers, and utility companies.

ESSENTIAL JOB FUNCTIONS

- Designs and/or reviews and prepares comments for capital design and construction projects; evaluates project proposals and develops priority criteria and ranking; conducts site visits to perform field investigation; reviews the capital improvement element of the budget.
- Reviews and resolves project design issues, project scopes, schedule and budget, tracks project status, attends project meetings including meetings with design consultants, state and federal agencies, and other local governments to communicate and coordinate project tasks. Coordinate right of way and utility needs on capital projects; coordinates and/or performs right-of-way research, investigations, and tracking.
- Coordinates with all major stakeholders to progress projects through procurement, concept, preliminary and final design.
- Manages and works with consultants and other City Staff to deliver capital projects.

- Performs field investigations of roads and intersections for signage, pothole and erosion control issues; records complaints and problems brought by residents and businesses; identifies and determines solutions to issues; reports to supervisor to plan problem resolution.
- Prepares and implements plans for bike and pedestrian facilities; develops projects to implement bike loop, develops sidewalk priority criteria; coordinates the private to public street requests.
- Reviews and prepares comments for site development plans and accompanying reports as relates to transportation issues, including site investigation, technical research, report preparation, meeting attendance, review team coordination, and tracking. Reviews and analyzes traffic impact studies.
- Performs GIS analysis of transportation related issues and preparation of project databases, graphics and maps.
- Develops project concepts and designs and prepares and/or supervises design drawings of transportation improvements. Design may include drainage.
- May supervise, direct, and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Assists with contract procurement process; assists with preparation of requests for proposals and construction bid packages; reviews and supervises work of contracted engineering firms and/or in-house engineering consultant.
- Coordinates transportation programs with GDOT, ARC, GRTA; reviews development proposals, permit applications, and construction plans; coordinates transportation plans with other governmental agencies.
- Assists with budget preparation for assigned division; monitors expenditures to ensure compliance with approved budget; determines capital equipment needs for division; reviews and approves budget items for purchase.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations and standards; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature to stay up to date with best practices; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at public meetings and community events.
- Communicates with supervisors, City Administrator, Mayor and City Council, and other departments as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance. Communicates with various groups and individuals to gather and provide information regarding transportation issues; responds to citizen requests and concerns; meets with developers, consultants, and engineers on projects; coordinates with other governmental agencies.
- Reviews or completes various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Performs administrative tasks to support the daily activities of the department and division; prepares related reports and documents; maintains and updates transportation improvement plans; maintains and updates sidewalk priority list; coordinates City participation in regional issues; prepares and distributes agendas for meetings.
- Assists in seeking funding resources to support projects and plans; prepares applications for project funding; prepares grant applications; monitors compliance with guidelines of grants awarded to the City.
- Coordinates, attends, and participates in various meetings; attends and represents the Department in public meetings including City Council, Planning Commission, Design Review Board, and other public meetings; attends bike and pedestrian regional meetings; coordinates public involvement meetings; attends intergovernmental meetings; attends planning conferences; attends neighborhood meetings.
- Operates a personal computer, printer, fax machine, copier, phone system, measuring wheel, calculator, engineering scale, light table, tape measure, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, and other system software utilized by the department.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Civil Engineering required with concentration in Transportation; four (4) years of experience in roadway design, transportation engineering, traffic engineering, or related field, or Master's degree in Civil Engineering and three (3) years of experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a Professional Engineering License in Georgia or Project Management Professional certification preferred
- Possess and maintain a valid Georgia driver's license, with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge and understanding of and ability to interpret codes and ordinances.
- Knowledge of transportation engineering practices and methods.
- Ability to operate Georgia DOT's road design software.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Must have the ability to interact with a wide variety of individuals and groups in resolving development and application issues.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, division, and to solve higher order equations; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to write clearly and concisely, with the ability to write persuasively on deadline.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.